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20 September 1962

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report No. 32  
12 September - 19 September 1962  
Assessment and Evaluation Staff

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I. SIGNIFICANT ITEMS

1. The DDS was briefed by C/A&E on the functions and services of the A&E Staff on Friday, 14 September. The meeting was attended by Col. White, Gates Lloyd, [REDACTED] 25X1A9a-  
ing included:

a. An introduction describing our work in the Agency as similar to that of a management consultant outfit in private industry;

b. A review of the present services of the A&E Staff: 60%, operational; 30%, JOT; and 10%, personnel;

c. Statistics showing trends in assessment and testing from 1959 to present;

d. A summary of problems of the Staff: delay in obtaining computer support due to change in computers (See Item 2); increase in business may lead to need to make choices between requirements rather than answering all request for services.

The following points were commented on by Col. White:

a. Are flags being put in the personnel files indicating when a person was assessed? He was advised this was being discontinued at the request of Gordon Stewart when he was Director of Personnel because it was to be indicated on the biographic profile. Col. White indicated that the biographic profiles are not up-to-date. He did not request action but did state that [REDACTED] should have been there at the briefing to hear some of these points.

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b. In reference to this same point, Col. White stated that Gen. Carter would like to be assured that he gets all the information available in the Agency on an employee when he makes a request for such from the Director of Personnel.

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e. The statistics which were presented to Col. White were regarded by him as the type of information that he needs to keep up on the activities of the A&E Staff. He asked whether a quarterly statistics report could be provided and was informed that it would be possible. He stated that he would appreciate our thinking about the type of quarterly reports, or some annual reporting which can be done by OTR staffs and schools so that he can get a brief overview of the activities; he wanted this to be discussed with DTR after all the briefings had been completed. He emphasized that the reports had to be brief and show trends; the tremendous flow of information up the funnel made it difficult for the DDS Staff level to handle more detailed reports.

## II. OTHER ITEMS

2. The automatic data processing potential of the A&E Staff suffered considerable setback with the decision to abandon the IBM 1401 Data Processing System. Since the programs which had been written for converting our master IBM decks to tape by the 1401 system are not compatible with the RCA 301 Automatic Assembly System, we will be unable to convert our cards until late in 1962. It seems probable that A&E will still be able to meet its deadline of December 1962 for an operating program for processing of Registrar data. We have just learned from Dr. [REDACTED] on a 25X1A sultant basis, that certain statistical programs have been written for the RCA 501 data processing system so that there may not be as much loss as we thought this changeover might cause.

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3. [REDACTED]  
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exploratory steps have been taken for determining the feasibility of modern computer technology augmenting clinical (assessment) processes. [REDACTED] will instruct several members of the A&E Staff in some computer techniques which appear applicable to the assessment process while he becomes thoroughly familiar with the specific details of the standard assessment procedure used in this office. It is hoped that these exploratory steps, scheduled to end before the end of the calendar year, will result in specific research proposals for studying methods of translating the complex verbal symbolic material which form the basis for the assessment into an unambiguous computer language.

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5. [REDACTED] is attending a four-day conference at Cape Cod being held by the [REDACTED] group and members of his cover organization.

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6. In accordance with her approved Career Preference Outline, Alice [REDACTED] will undertake external training at the University of California between September 1962 and June 1963. [REDACTED]

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[REDACTED] was a member of the OSS assessment staff and should be an excellent contact for us to have. He has agreed that Alice will work part time with his staff on assessment research projects. She will also audit some courses at the University of California. She will depart for her classes this weekend. No expenses other than travel and salary are involved. It is possible, however, that there will be some tuition for auditing courses.

7. C/A&E briefed the CSR class on Wednesday, 19 September.

### III. PERSONNEL

8. C/A&E is on two weeks leave from Monday, 17 September to Monday, 1 October.

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for [REDACTED]  
Assessment and Evaluation Staff